

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. North River  
17<sup>th</sup> Floor - 17<sup>ème</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

ProServices - Stream 9: Business Consulting/Change  
Management: 9.3 Business Consultant, Senior

**Contract No. — N° du contrat :**

2020001987

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction  
See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

The Vendor/Firm hereby accepts/acknowledges this contract  
— Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Signature

*Jean 9/2020*  
Date

Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)

**Contracting Authority — Autorité contractante :**

Bruno Pedroza Daher

Telephone No. — No de  
téléphone:

343-551-6916

Fax No. — No de  
télécopieur :

**E-Mail Address — Courriel:**

[Bruno.PedrozaDaher@cbsa-asfc.gc.ca](mailto:Bruno.PedrozaDaher@cbsa-asfc.gc.ca)

Total Estimated Cost (HST  
incl.) /Coût total estimatif  
(TVH incl.) :

\$97,632.00

Currency Type -  
Genre de devise :

CAD

**Vendor / Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur :

Corporate Fleet Services  
16 Westminster Ave. North, Suite 306B,  
Montreal-West, QC H4X 1Z1  
Telephone:  
E-mail: [info@cfleets.com](mailto:info@cfleets.com)

Signed for the President by — Signé pour le Président  
par :

CLEROUX NANCY  
Digitally signed by CLEROUX  
NANCY  
Date: 2020.01.08 14:26:27 -05'00'

Signature

Date

Name and Position Title — Nom et Titre du poste

Nancy Cleroux - Team Leader  
Strategic Procurement Division (SPD)

Canada Border Services Agency      Agence des services frontaliers du Canada

Contract no. 2020002587

**Purchasing Office — Bureau des Achats :**

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Agence des services frontaliers du Canada  
355 North River Road - 355 ch. River nord  
17<sup>th</sup> Floor - 17<sup>ème</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

Proservice - 8.8 Staffing Consultant, Level 3

**Contract No. — N° du contrat :**

2020002587

**Contract — Contrat**

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The Vendor/Firm hereby accepts/acknowledges this contract —  
Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Signature

*31 March 2020*  
Date

*PRESIDENT*

Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)

**Contracting Authority — Autorité contractante :**

Marie-France Rioux

Telephone No. — No  
de téléphone:

343-551-6902

Fax No. — No de  
télécopieur :

**E-Mail Address — Courriel:**

[Marie-France.Rioux@cbsa-asfc.gc.ca](mailto:Marie-France.Rioux@cbsa-asfc.gc.ca)

Total Estimated Cost  
(HST incl.) /Coût total  
estimatif (TVH incl.) :

\$51,980.00

Currency Type -  
Genre de devise :

CAD

**Vendor / Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur :

The Right Door Consulting and Solution Inc.  
100 Gloucester Street, Suite 308  
Ottawa, ON K2P 0A4

**Signed for the President by — Signé pour le  
Président par :**

**CLEROUX**

**NANCY**

Signature

Digitally signed by CLEROUX

NANCY

Date: 2020.03.30 19:23:20

-04'00'

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cleroux  
A/Team Lead  
Strategic Procurement Division (SPD)



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract no. 2020002587

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**The Vendor/Firm hereby accepts/acknowledges this contract —  
Le fournisseur/entrepreneur accepte/accuse réception du  
présent contrat :**

Signature

Date

**Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)**

**Contracting Authority — Autorité contractante :**

Marie-France Rioux

**Telephone No. — No  
de téléphone:**

343-551-6902

**Fax No. — No de  
télécopieur :**

**E-Mail Address — Courriel:**

[Marie-France.Rioux@cbsa-asfc.gc.ca](mailto:Marie-France.Rioux@cbsa-asfc.gc.ca)

**Total Estimated Cost  
(HST incl.) /Coût total  
estimatif (TVH incl.) :**

\$51,980.00

**Currency Type -  
Genre de devise :**

CAD

**Vendor / Firm Name and Address  
Raison sociale et adresse du fournisseur/de l'entrepreneur :**

**The Right Door Consulting and Solution Inc.**  
100 Gloucester Street, Suite 308  
Ottawa, ON K2P 0A4

**Signed for the President by — Signé pour le  
Président par :**

**CLEROUX**

**NANCY**

Signature

Digitally signed by CLEROUX  
NANCY

Date: 2020.03.30 19:23:20

-04'00'

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cleroux  
A/Team Lead  
Strategic Procurement Division (SPD)



## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **Delivery Requirements Outside a Comprehensive Land Claims Settlement Area**

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

#### **6.1 Security Requirements**

6.1.1 The following security requirements apply and form part of the Contract.

6.1.1.1 The Contractor/Officer must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)

6.1.1.2 The Contractor/Officer personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC

6.1.1.3 The Contractor/Officer must not remove any protected information or assets from the identified work site(s), and the Contractor/Officer must ensure that its personnel are made aware of and comply with this restriction

6.1.1.4 Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC

6.1.1.5 The Contractor/Officer must comply with the provisions of the:

6.1.1.5.1 Security Requirements Check List and security guide (if applicable), attached at Annex

6.1.1.5.2 Industrial Security Manual (Latest Edition)

#### **6.2 Statement of Work**

This Contract is being issued for the requirement of Professional Services Recruiting for the Canada Border Services Agency under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

#### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### **6.3.1 General Conditions**

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

##### **6.3.2 Supplemental General Conditions**

4008 (2008-12-12), Personal Information, apply to and form part of the Contract.

#### **6.4 Term of Contract**

##### **6.4.1 Period of the Contract**

The period of the Contract is from contract award to March 31, 2021 inclusive.





## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Client Department Name: Canada Border Services Agency

Address: 355 North River Road, Vanier Tower B, Ottawa ON

Contact Name: Marie-France Rioux

Telephone: 343-551-6902

E-mail address: [Marie-France.Rioux@cbsa-asfc.gc.ca](mailto:Marie-France.Rioux@cbsa-asfc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Department Name: Canada Border Services Agency Border, TBIR

Address: 355 North River Road, Vanier Tower B, Ottawa ON

Contact Name: Scott Taymun

Telephone: 343-291-5852

E-mail address: [Scott.Taymun@cbsa-asfc.gc.ca](mailto:Scott.Taymun@cbsa-asfc.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

Contact Name: I

Telephone: 613-627-2158

E-mail address: [@TheRightDoor.ca](mailto:@TheRightDoor.ca)

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment

The Contractor will be paid for the Work performed, in accordance with the Basis of Payment at Annex B, to a limitation of expenditure of **\$46,000.00**. Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 46,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the



Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.8 Method of Payment – Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **6.9 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

#### **6.10 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **6.11 No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is



performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

#### **6.12 Certifications Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### **6.13 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

#### **6.14 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4008 (2008-12-12), Personal Information;
- (c) the general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B Basis of Payment
- (f) Annex C, Security Requirements Check List;
- (g) Supply Arrangement Number E60ZT-180027/184ZT and
- (i) the Contractor's bid dated September 30, 2019.

#### **6.15 Translation of Documentation**

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

#### **6.16 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a) the name, qualifications and experience of the proposed replacement; and
  - b) Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.



3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### **6.17 Ownership**

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

#### **6.18 Identification Protocol Responsibilities**

1. The Contractor will be responsible for ensuring that any of its resources, representatives or subcontractors complies with the following self-identification requirements:
  - a. Contractors who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if they are a Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Government of Canada employee;
  - b. During the performance of any Work at a Government of Canada site, the Contractor must be clearly identified at all times as being a Contractor; and
  - c. If a Contractor requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as a Contractor in all electronic mail including the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication, and documentation;
  - d. If Canada determines that the Contractor are in breach of any obligation stated in this clause, upon written notice from Canada the Contractor must submit a written action plan describing the corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client or the Contracting Authority, and twenty working days to rectify the underlying problem; and
  - e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.



## 6.19 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

## 6.20 Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to *Department of Justice Act*, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
  - a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
  - b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
  - c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
  - d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
  - a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
  - b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
  - c) take back the Work and refund any part of the Contract Price that Canada has already paid.



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract no. 2020002587

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.



## ANNEX "A"

### STATEMENT OF WORK

#### Innovative Recruiting

OBJECTIVE	<p>The objective of this requirement is for a contractor to facilitate the staffing process within the Canada Border Services Agency (CBSA), while ensuring that the Public Service staffing principles are upheld.</p> <p>Through the use of a contractor, new 12-month term administrative positions may be offered to qualified candidates at several locations of the CBSA. Term positions will be considered a probationary position and may lead to continued employment.</p> <p>The contractor will be required to identify and provide to the CBSA hiring managers, pre-screened candidates for consideration related to positions at the AS-03 and AS-05 levels.</p>
BACKGROUND	<p>In 2016, the Government of Canada issued the New Direction in Staffing (NDS) intended to modernize the staffing process. The NDS provided more variety in hiring processes, agile approaches to staffing and policies, more room for managers to apply judgment when staffing and increased focus on outcomes, such as quality of the person hired, and less on process.</p> <p>The current process often presents challenges within CBSA to timely recruitment of top talent to meet operational needs. Hiring managers are often faced with significant delays during traditional staffing processes.</p> <p>This innovative requirement is intended to address some of the current challenges.</p> <p>The Program and Administrative Services Group positions within CBSA being sought are primarily involved in the planning, development, delivery or management of administrative and federal government policies, programs, services or other activities directly related to the Public Service.</p> <p>Essential and Asset qualifications for the AS-03 and AS-05 positions are outlined in Annex A and Annex B respectively and would be used as the foundation for the contractor to build on.</p>
SCOPE	<p>The Agency requires support to implement an innovative recruitment strategy to identify qualified, interested and talented candidates.</p> <p>The contractor is to simplify and streamline one-year term position staffing, focusing on the front-end of the process by pre-screening and identifying or presenting to the CBSA qualified candidates to be interviewed by hiring managers for term positions within the organization.</p> <p>This project is required to offer convenient and efficient user/talent experience. The contractor must travel to the National Capital Region, Greater Toronto Area, Southern Ontario Region and Northern Ontario Region in order to prescreen candidates and facilitate the process for the CBSA hiring managers</p> <p>The contractor must work closely with the hiring managers to align their efforts</p>



	<p>with work underway to refine desired competencies and screening criteria.</p> <p>The contractor must focus its searches mostly from college and university talent pools, but may complement its efforts through other sources such as other levels of Government.</p> <p>The contractor is reminded and required to maintain and safeguard merit-based and non-partisan staffing at all times.</p>
<b>TASKS</b>	<p>The contractor must perform, but work to be performed is not limited to, the tasks below:</p> <ul style="list-style-type: none"> <li>• With the prior approval of the Project Authority, promote positions via online recruiting methods including LinkedIn, Indeed, Universities, etc.</li> <li>• Promote and attract the required number of candidates by level and required work locations (see Annex C)</li> <li>• Develop a pre-screening mechanism in order to verify education and assess ability to obtain security clearance, in co-ordination with the Project Authority, while reviewing employment experience;</li> <li>• Develop an outreach plan, in consultation with CBSA, for on and off campus sourcing of talent;</li> <li>• Initiate University and college campus promotion</li> <li>• Seek other levels of government talent search sources for interest in the CBSA as an employer;</li> <li>• Conduct in-person interviews, with at least one CBSA employee present, of qualified candidates to discuss experience, education and compatibility; in person interviews will require the consultant to travel to the different locations namely Ottawa, Windsor, Niagara, and Toronto.</li> <li>• Perform reference and academic checks. One reference check must include a former employer;</li> <li>• Present to the CBSA a short-list of potential talent that meet the criteria as specified herein.</li> </ul> <p>The related tasks and associated deliverables are to be completed in an exceptional, professional and timely manner.</p> <p>Throughout the work, the contractor must remain independent and not seen as an employer for the Public Service.</p> <p>The contractor will be responsible for finding and screening candidates for consideration by CBSA hiring managers.</p> <p>All deliverables are subject to the review and approval by the Project Authority. Any written or electronic submissions must be provided utilizing MS Office (MS Word, MS Excel and MS PowerPoint) or compatible equivalent.</p>
<b>CONSTRAINTS</b>	<p>Promotional materials must be in both official languages as per the Officials</p>





	<p>Languages Act.</p> <p>The Contractor must:</p> <ul style="list-style-type: none"><li>• Safeguard merit-based and non-partisan staffing and maintain transparency, fairness, diversity and regional representation; and</li><li>• Always be seen as independent and not an employer for the Public Service.</li><li>• Sign the Non-Disclosure Agreement included as Annex D.</li></ul>											
CLIENT SUPPORT	<p>The CBSA will:</p> <ul style="list-style-type: none"><li>• Identify Project Team and Project Managers (PM) responsible for the oversight and completion of the recruitment process</li><li>• Confirm planning details ( including location, number of target recruits/locations, baseline work descriptions, screening, interview and evaluation criteria) of candidates</li><li>• Provide job descriptions and Statement of Merit Criteria to the contracted resource (s) in advance</li><li>• Provide the type of qualifications desired in candidates</li><li>• Review and approve the contractor's outreach plan to support on-campus and other promotional materials</li><li>• Conduct on campus job fair(s) and interviews of the maximum 20 qualified candidates</li></ul>											
SCHEDULE	<p>a) 2020-2021- Planning</p> <p>b) 2020-2021- Commence interview for junior and mid-level recruits in various locations including National Capital Region, Greater Toronto Area, Southern Ontario Region and Northern Ontario Region</p> <p>c) 2020-2021- Finalize Term assignment documentation for selected candidates and anticipated start month</p>											
DELIVERABLES	<table><tr><th>Deliverables</th><th>Actions</th><th>Estimated Timeline</th></tr><tr><td>Forward Plan</td><td><p>The contractor must prepare plan/proposal for approval to complete all deliverables</p><p>The contracted resource(s) must seek approval for plan from Project Authority</p></td><td>Within 2 weeks after contract awarded</td></tr><tr><td>Outreach</td><td><p>The contractor must develop promotional material and advertisements</p><p>The contractor must set-up</p></td><td>Within 4 weeks after contract award</td></tr></table>			Deliverables	Actions	Estimated Timeline	Forward Plan	<p>The contractor must prepare plan/proposal for approval to complete all deliverables</p> <p>The contracted resource(s) must seek approval for plan from Project Authority</p>	Within 2 weeks after contract awarded	Outreach	<p>The contractor must develop promotional material and advertisements</p> <p>The contractor must set-up</p>	Within 4 weeks after contract award
Deliverables	Actions	Estimated Timeline										
Forward Plan	<p>The contractor must prepare plan/proposal for approval to complete all deliverables</p> <p>The contracted resource(s) must seek approval for plan from Project Authority</p>	Within 2 weeks after contract awarded										
Outreach	<p>The contractor must develop promotional material and advertisements</p> <p>The contractor must set-up</p>	Within 4 weeks after contract award										



		<p>consultations for approval for proposed promotional material and advertisements from the Project Authority</p> <p>The contractor must seek approval from the Project Authority for final outreach material before proceeding.</p>	
	Pre-Screen and Qualifications Verification Stage	<p>The contractor must develop and confirm interview and screening questions. Interview and screening questions must be approved by the Project Authority prior to commencing.</p> <p>The contractor must conduct a set of preliminary interviews, with at least one CBSA employee present, for entry, junior and mid-level recruits in various locations including Ottawa, Windsor, Niagara, and Toronto.</p>	Within 8 weeks after contract award
	Recommended list of Candidates for interviews	Once the contractor has performed the preliminary interviews, the contractor must finalize the list of recommended candidates for interviews and provide shortlist to CBSA.	Within 12 weeks after contract award



## ANNEX "B"

### BASIS OF PAYMENT

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

	Category	Level of Expertise	All-inclusive fixed Per-Diem Rate	Volumetric Data (estimated)	Total
			A	B	C = A x B
1	8.8 Staffing Consultant	Level 3 - Senior			
	Travel				

<b>Total Price (excluding taxes):</b>	<b>\$46,000.00</b>
---------------------------------------	--------------------

#### **Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:


$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours.}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



## ANNEX "C"

### SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#6		
 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat	
	Security Classification / Classification de sécurité UNCLASSIFIED	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)		
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail		
Innovative recruit to facilitate staffing process		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract no. 2020002587

COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☒ No ☐ Yes  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ Non ☐ Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☒ No ☐ Yes  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ Non ☐ Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☒ No ☐ Yes  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ Non ☐ Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
☒ Non ☐ Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☒ No ☐ Yes  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ Non ☐ Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
☒ Non ☐ Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☒ No ☐ Yes  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ Non ☐ Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☒ No ☐ Yes  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ Non ☐ Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
☒ Non ☐ Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract no. 2020002587

COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

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UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Canada Border  
Services Agency

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COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat
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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) Scott Tayman	Title - Titre Director General	Signature 
Telephone No. - N° de téléphone 343-291-5825	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Scott.Tayman@cbia-asfc.gc.ca
		Date June 11, 2019

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) Kedro Labo	Title - Titre Security Advisor	Signature 
Telephone No. - N° de téléphone 343-291-7749	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Kedro.Labo@cbia-asfc.gc.ca
		Date Aug 15, 2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
Non

☐ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Saumur, Jacques O
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

Digitally signed by Saumur, Jacques O  
DN: cn=SA, o=SC, ou=PWSC-1952,  
c=Canada, email=O  
Date: 2019.08.22 11:45:22 -0500

Jacques Saumur  
Contract Security Officer  
Contracts Security Division / Division des contrats sécurité /  
Contract Security Program / Programme de sécurité des contrats /  
Public Services and Procurement Canada / Services publics et Approvisionnement Canada  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Telephone / Téléphone 613-945-1732  
Facsimile / Télécopieur 613-945-1712

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001961  
REQ#1000349186

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. River nord  
17<sup>th</sup> Floor - 17<sup>ème</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

Directed ProService Contract: The Right Door  
consulting. Stream 9.3 - Business Consultant .  
SA# E60ZT-180027/184/ZT

**Contract No. — N° du contrat :**

2020001961

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction  
See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

**The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :**

Signature

Date

Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)

**Contracting Authority — Autorité contractante :**

Ahmed El-halawany

Telephone No. — No de  
téléphone:

343-291-5700

Fax No. — No de  
télécopieur :

**E-Mail Address — Courriel:**

[Ahmed.el-halawany@cbsa-asfc.gc.ca](mailto:Ahmed.el-halawany@cbsa-asfc.gc.ca)

Total Estimated Cost  
(HST incl.) /Coût total  
estimatif (TVH incl.) :

\$39,866.40

Currency Type -  
Genre de devise :

CAD

**Vendor / Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur :

The Right Door Consulting and Solutions Inc.  
100 Gloucester Street, suite 308  
Ottawa, ON K2P 0A4

**Signed for the President by — Signé pour le Président par :**

CLEROUX NANCY  
Digitally signed by CLEROUX  
NANCY  
Date: 2020.01.08 14:30:51 -05'00'

Signature

Date

Nancy Cleroux  
Team Leader, Strategic Procurement and Material  
Management Division (SPMMD)





## 1 Security Requirements

- 1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

### Professional Services Security Requirement Check List #6

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC
3. The Contractor/Offeror must not remove any protected information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor/Offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex
  2. Industrial Security Manual (Latest Edition)

## 2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

## 3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

## 4 Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2020.



## **5 Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Ahmed El-halawany  
Title: Procurement Officer  
Canada Border Service Agency  
Finance and Corporate Management Branch  
355 North River Road, Vanier Tower B, 17th Floor,  
Ottawa (Ontario) K1A 0L8

Telephone: 343-297-5700  
E-mail address: [ahmed.el-halawany@cbsa-asfc.gc.ca](mailto:ahmed.el-halawany@cbsa-asfc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **2.5.2 Project Authority**

The Project Authority for the Contract is:

Name: Blair Hurd  
Title: Assets Manager, Material Management  
Organization: Canada Border Service Agency  
Address: 355 North River Road, Vanier Tower B, 17th Floor,  
Ottawa (Ontario) K1A 0L8

Telephone: 343-291-5237  
E-mail address: [Blair.Hurd@cbsa-asfc.gc.ca](mailto:Blair.Hurd@cbsa-asfc.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **5.3 Contractor's Representative**

Name:  
Title: President  
Organization: The Right Door Consulting and Solutions Inc.  
Address: 100 Gloucester Street, suite 308  
Ottawa, ON K2P 0A48

Telephone:  
E-mail Address: [@therightdoor.ca](mailto:@therightdoor.ca)



## 6. Payment

### 6.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$35,280. Customs duties are excluded and Applicable Taxes are extra.

### 6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \$35,280. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.3 Terms of Payment

*SACC Manual* clause H1008C (2008-05-12) Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada



## 7. Invoicing Instructions

- a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- c) The Contractor must send the invoice to **[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)** for payment. This email address is to be used only for submitting invoices and for payment status inquiries.

## 8. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List (if applicable);
- (f) Annex D; Flex Grid



## ANNEX "A" Statement of Work

### Objective

The Canada Border Service Agency's (CBSA) Materiel and Assets Management requires the professional services of a Senior Materiel Management and Business Consultant to provide advice, guidance and assistance in developing strategies and plans related to all assets but more specifically fleet management life cycle management.

### Background

Materiel and Assets Management is in the midst of major undertakings regarding the management and oversight of assets.

The plan is to develop tactical documents to support sound investment plans. The mapping of current and future processes requires the contribution and input from a senior consultant to advise on and identify options for management of the organization of Materiel and Assets Management to allow for sound reflection and to set direction.

Fleet management represents a major investment for the CBSA and as such, any positive and forward thinking changes may result in major efficiencies to the organization.

Materiel and Assets Management continues to tactically align its ideas with initiatives and priorities of the CBSA to optimally support border transformation and program integrity, providing intelligent solutions and services to Government and the Public.

As initiatives and projects unfold, the CBSA is employing various tactics to deliver on high expectations, especially given the magnitude of the planned fleet and other asset investments. Internal and external scrutiny is expected, and all eyes are on planned programs and projects to ensure valuable returns on investments. Many of these initiatives are at the infant stage, while others have reached a certain level of maturity.

There is a need to ensure we are engaging the expertise to support the activities and investments for the CBSA.

### Scope and Objectives

Materiel and Assets Management is operating under CBSA's expectations and principles regarding its fleet and other asset investments. It is critical for these principles to directly align with those of the CBSA and of the Federal Government, more specifically, the SMMP will:

- Map fleet and other assets against plans and priorities
- Identify risks and gaps
- Determine how best to leverage business plans and investment strategies
- Consider inventory and life-cycle plans and how best to adjust policies to meet expectations
- Identify asset and investment data gaps
- Provide on-site client support to oversee other corresponding outsourced inputs

### Tasks

The SMMP be required to:

- Work with Material and Assets Management Division to develop fleet and other asset classes governance models and approaches
- Exchange with asset owners to evaluate opportunities for efficiencies and effective oversight models
- Provide comprehensive risk assessments and plans including the identification of data and process gaps and/or vulnerabilities
- Offer insight on best practices and benchmarking
- Review and recommend way forward strategies regarding fleet and other asset investment plans



- Coordinate inputs from all sources
- Prepare presentations and other materials for Materiel and Assets Management as required
- Provide opinions and recommendations on direction-setting plans

#### **Deliverables**

The following deliverables are expected under this contractual agreement:

- Fleet and asset process mapping documents
- Seek and report on views and processes of other internal asset owners
- Conduct data gathering
- Offer insight on previous investment and procurement plans and offer insight on ways to solidify upcoming strategies
- Risk assessments and gap analysis for fleet and other assets as necessary
- Option analysis and recommendations on the fleet oversight function
- Draft directives and guides as required by Management
- Bi-weekly written/oral briefings and/or presentations to the Project Authority

#### **Travel**

All the CBSA key resources and supporting documentation are located in the National Capital Area therefore no travel is expected or planned for this undertaking.

#### **Language of Work**

The Senior Materiel Management and Business Consultant must be able to provide services fluently in both official languages, orally and in writing.

#### **Client Support**

Materiel and Assets Management would provide suitable work space and equipment on site (CBSA user ID, internal password and workstation) and other materials as required in order to process, store, and/or transmit CBSA data on the CBSA network during the contract.

The use of the Contractor's IT systems is not permitted and no data shall be stored or captured other than through the CBSA secure network.

#### **Level of Effort**

The estimated level of effort for this contract is 45 days. All work should be completed by March 31, 2020.



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001961  
REQ#1000349186

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## **ANNEX "B" Basis of Payment**

**Level of Effort:**

**Per Dime Rate:**

**Total Excluding Tax: |**

**Total With Tax: \$39,866**



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001961

REQ#1000349186

## ANNEX "C" SRCL

COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

1000349186

Security Classification / Classification de sécurité  
UNCLASSIFIED

### SECURITY REQUIREMENTS CHECK LIST (SRCL)

#### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

##### PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail		
Review of Fleet Management Framework		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Etranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001961  
REQ#1000349186

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité.
- ☒ No ☐ Yes  
Non Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
- ☒ No ☐ Yes  
Non Oui
- Short Title(s) of material / Titres abrégé(s) du matériel:  
Document Number / Numéro du document:

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRES SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRES SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRES SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCES AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans automatisation sécuritaire peut-il se voir confier des parties du travail?
- ☒ No ☐ Yes  
Non Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?
- ☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
- ☒ No ☐ Yes  
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
- ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
- ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
- ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
- ☒ No ☐ Yes  
Non Oui

TBS/SCF 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

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Contract#2020001961  
REQ#1000349186

COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Bens Production																
IT Media / Support II																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

BLAIR HURX

Assets Manager

[Signature]

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

343-941-3331

blair.hurx@csa.gc.ca

Nov 22/19

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Kavita Maharaaj

Security Advisor

[Signature]

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

604-666-3476

Kavita.Maharaaj@cbcsa.gc.ca

November 22, 2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

☐ Yes

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Saumur, Jacques O

Digitally signed by Jacques O Saumur, DN: cn=JA.SAUMUR, o=CSA, ou=ASFC, email=jos@csa.gc.ca, c=CA

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Jacques Saumur

Contract Security Officer

Contracts Security Division / Division des contrats sécurité

Contract Security Program / Programme de sécurité des contrats

Public Services and Procurement Canada / Services publics et Approvisionnement Canada

Jacques.Saumur@tpsgc-pwgsc.gc.ca

Telephone / Téléphone 613-948-1732

Facsimile / Télécopieur 613-948-1712

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



## **Annex “D” Business Consultant Flexible Grid**

### **Levels of Expertise**

Senior: **Minimum 100 pts**

Intermediate: **Minimum 80 pts**

Junior: **Minimum 65 pts**

### **Relevant Education to the Consultant Category**

University (PhD, Graduate, Undergraduate, degree): 35 pts

College or CEGEP Diploma/Certificate: 25 pts

### **Professional Certification**

Relevant Professional Certification: 15 pts

### **Relevant Experience in Consultant Category**

≥1 yr and <2 yrs: 12-23 months - 15 pts

≥2 yrs and <4 yrs: 24-47 months - 20 pts

≥4 yrs and <6 yrs: 48-71 months - 30 pts

≥6 yrs and <8 yrs: 72-95 months - 35 pts

≥8 yrs and <10 yrs: 96-119 months - 55 pts

≥10 yrs: 120 + months - 65 pts



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#  
REQ#1000349202

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. River nord  
17<sup>th</sup> Floor - 17<sup>ième</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

Directed ProService Contract: FastTrack Staffing  
SA: E60ZT-180025/152/ZT.

**Contract No. — N° du contrat :**

2020001401

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction

See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

2019-10-11  
Date

**Business Support Associate**

Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)

**Contracting Authority — Autorité contractante :**

Ahmed El-halawany

Telephone No. — No de  
téléphone :

343-291-5700

Fax No. — No de  
télécopieur :

**E-Mail Address — Courriel :**

Ahmed.el-halawany@cbsa-asfc.gc.ca

Total Estimated Cost  
(HST incl.) / Coût total  
estimatif (TVH incl.) :

\$11,017.50

Currency Type -  
Genre de devise :

CAD

**Vendor / Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur :

Fast Track Staffing Inc.,  
1188 Wellington St., W.,  
Ottawa, On, K1Y 2Z5

Signed for the President by — Signé pour le  
Président par :

CLEROUX

NANCY

Signature

Digitally signed by CLEROUX NANCY  
DN: c=ca, o=gc, ou=ccra-adrc,  
ou=PERSONNEL, cn=CLEROUX NANCY,  
serialNumber=2015212231102458  
Date: 2019.10.10 17:59:19 -04'00'

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cleroux  
Team Leader, Strategic Procurement and Material  
Management Division (SPMMD)



## PART 2 - RESULTING CONTRACT CLAUSES

### 1 Security Requirements

- 1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

#### Common Professional Services Security Requirement Check List #11

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of Protected B, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program (CGP) of PWGSC
3. The Contractor/Offeror personnel requiring access to protected information, assets or work site(s) must EACH hold a valid Reliability Status, granted or approved by the CISD/PWGSC
4. The Contractor must not utilize its Information Technology systems to electronically process, produce or store protected information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of Protected B
5. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
6. The Contractor/Offeror must comply with the provisions of the:
  - A. Security Requirements Check List and security guide (if applicable), attached at Annex C
  - B. Industrial Security Manual (Latest Edition)

### 2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.



## **4 Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from Contract Award date to March 31, 2020.

## **5 Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Ahmed El-halawany  
Title: Procurement Officer  
Canada Border Service Agency  
Finance and Corporate Management Branch  
355 North River Road, Vanier Tower B, 17th Floor,  
Ottawa (Ontario) K1A 0L8

Telephone: 343-297-5700  
E-mail address: [ahmed.el-halawany@cbsa-asfc.gc.ca](mailto:ahmed.el-halawany@cbsa-asfc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **5.2 Project Authority**

The Project Authority for the Contract is:

Name: Curtis Blair  
Title: Administrative and Financial Services Officer  
Canada Border Service Agency

Telephone: 613-954-3983  
E-mail address: [Curtis.Blair@cbsa-asfc.gc.ca](mailto:Curtis.Blair@cbsa-asfc.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **5.3 Contractor's Representative**

[@fasttrackstaffing.com](mailto:@fasttrackstaffing.com)



## 6. Payment

### 6.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$9,750.00. Customs duties are excluded and Applicable Taxes are extra.

### 6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \$9,750.00 .Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;





- c. the Work delivered has been accepted by Canada.

## 7 Invoicing Instructions

- a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- c) The Contractor must send the invoice to [vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca) for payment. This email address is to be used only for submitting invoices and for payment status inquiries.

## 10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value);
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List (if applicable);



### ANNEX "A" Statement of Work

<b>TITLE</b>	Fast Track Staffing – To Assist in EL - 4, 5, 6, and 7 Staffing Processes
<b>OBJECTIVE</b>	We require the services of Human Resources and Staffing Consultants to effectively execute various staffing processes. Acquiring these services will minimize the amount of time needed from the launch of the process to candidate appointment.
<b>BACKGROUND</b>	<p>The CBSA's Science and Engineering Directorate is responsible for the lifecycle management of over \$90M of technology that is deployed at the border to assist border services officers in the detection of contraband materials.</p> <p>The contract is required as the result of new Treasury Board funding related to the Guns and Gangs initiative, which will result in a significant investment in new detection technology and an associated increase in staffing levels at the Science and Engineering Directorate.</p> <p>Owing to significant new and ongoing activities at the Science and Engineering Directorate, management has not been able to move forward as quickly as hoped with the staffing of several positions in the EL (Electronics) category and is in need of support.</p>
<b>SCOPE</b>	The contractor will perform tasks and prepare deliverables in support of processes to staff positions at the EL 4, 5, 6 and 7 levels.
<b>TASKS</b>	The main tasks the contractor will perform are: process preparation, including developing Statements of Merit Criteria and job posters; material generation, including developing test materials and assessment materials; and process deliverables, such as application screening, preparation of interview board, and establishing a pool of candidates.
<b>CONSTRAINTS</b>	The work related to this contract should be complete by January 30, 2020.
<b>CLIENT SUPPORT</b>	Work will primarily be done at the contractor's premises.
<b>SCHEDULE AND COSTS</b>	All work must be completed by January 31, 2020.
<b>DELIVERABLES</b>	A range of written documents as described in the "Tasks" section. The documents must be delivered in a timely fashion and be of sufficient quality to be used in formal staffing processes.



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### ANNEX "B" Basis of Payment

#### Senior HR Consultant

of effort priced at \_\_\_\_\_ per diem.

Total contract value

#### Intermediate HR Consultant

of effort priced at \_\_\_\_\_ per diem.

Total

Total:

HST:

Total value of contract with taxes: \$11,017.50



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## ANNEX "C" SRCL

COMMON-PS-SRCL#11



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### SECURITY REQUIREMENTS CHECK LIST (SRCL)

### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <i>Hire temporary staffing consultant for EL 4, 5, 6, 7</i>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



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Services Agency

Agence des services  
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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			TOP SECRET TRÈS SECRET
											A	B	C	
Information / Assets Renseignements / Biens Production		✓												
IT Media / Support TI		✓												
IT Link / Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Curtis Blair	Administrative Services Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
613-954-3983	613-952-7825	curtis.blair@csa.gc.ca
		Date
		Sept 16, 2019

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Redo Liso	Sec Advisor	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
363-791-7749		Redo.Liso@rcssa.gc.ca
		Date
		Sept 16, 2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
☐ Yes

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
		Saumur, Jacques O
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

Digitally signed by Saumur, Jacques O  
DN: c=CA, o=GC, ou=PWGSC-TPSGC,  
cn=Saumur, Jacques O  
Date: 2017.02.03 14:06:31 -0500

Jacques Saumur  
Contract Security Officer  
Contracts Security Division / Division des contrats sécurité /  
Contract Security Program / Programme de sécurité des contrats /  
Public Services and Procurement Canada / Services publics et Approvisionnement Canada  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Telephone / Téléphone 613-948-1732  
Facsimile / Télécopieur 613-948-1712

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Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

2020002436

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. River nord  
17<sup>th</sup> Floor - 17<sup>ème</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

ProService — 10.2 Project Manager

**Contract No. — N° du contrat :**

2020002436

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction

See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

The Vendor/Firm hereby accepts/acknowledges this contract —  
Le fournisseur/entrepreneur accepte/accuse réception du  
présent contrat :

Signature \_\_\_\_\_ Date Feb 13, 2020  
Partner

Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)

**Contracting Authority — Autorité contractante :**

Nancy Cleroux

Telephone No. — No  
de téléphone:

343-291-5727

Fax No. — No de  
télécopieur :

E-Mail Address — Courriel:

[nancy.cleroux@cbsa-asfc.gc.ca](mailto:nancy.cleroux@cbsa-asfc.gc.ca)

Total Estimated Cost  
(HST incl.) / Coût total  
estimatif (TVH incl.) :

\$39,550

Currency Type -  
Genre de devise :

CAD

**Vendor / Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur :

Systemscope  
61A York Street  
Ottawa, Ontario  
K1N 5T2

**Signed for the President by — Signé pour le  
Président par :**

CLEROUX

NANCY

Signature

Digitally signed by CLEROUX

NANCY

Date: 2020.02.11 11:30:57

-05'00'

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cleroux  
Strategic Procurement and Material Management  
Division (SPMMD)





## PART 6 - RESULTING CONTRACT CLAUSES

### Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

#### 6.1 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

##### 6.1.1 Contractor's Site(s) or Premises Requiring Safeguarding Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

191 Laurier Ave. W  
Ottawa, ON  
K1P 6M7  
Canada

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

1. The Contractor/Offor must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offor personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid Reliability Status, granted or approved by CISD/PWGSC
3. The Contractor/Offor must not remove any protected information or assets from the identified work site(s), and the Contractor/Offor must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor/Offor must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex
  2. Industrial Security Manual (Latest Edition)

#### 6.2 Statement of Work

This Contract is being issued for the requirement of Professional Services of one(1) Project Manager for the Canada Border Services Agency under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

#### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### 6.3.1 General Conditions



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

2020002436

2010B (201-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2020 inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

Client Department Name: Canada Border Services Agency  
Address: 355 North River Road, Vanier Tower B, Ottawa, ON

Name: Nancy Cleroux  
Title: A/Team Leader  
Organization: Canada Border Services Agency  
Strategic Procurement and Materiel Management Division  
Address: 355 North River Road, Tower B, 17<sup>th</sup> floor  
Ottawa, Ontario K1A 0L8  
Telephone: 343-551-6900  
E-mail address: [nancy.cleroux@cbsa-asfc.gc.ca](mailto:nancy.cleroux@cbsa-asfc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

Department Name and Address

Contact Name: Lorne Boissonneault  
Telephone: 819-210-9506  
E-mail address: [lorne.boissonneault@cbsa-asfc.gc.ca](mailto:lorne.boissonneault@cbsa-asfc.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

Contact Name:  
Telephone: 613-230-8330  
Facsimile: 613-230-8384  
E-mail address: [@systemscope.com](mailto:@systemscope.com)

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information



will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## **6.7 Payment**

### **6.7.1 Basis of Payment**

For the Work described in the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price as per Annex B.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 35,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **6.8 Method of Payment (Insert title of applicable clause)**

*SACC Manual Clause [H1008C](#) (2008-05-12), Monthly Payment*

## **6.9 Accounts and Audit**

1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the



Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.

4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

#### **6.10 Time Verification**

*SACC Manual Clause C0711C (2008-05-12), Time Verification*

#### **6.11 Invoicing Instructions**

- a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- c) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d) The Contractor must send the invoice to [vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca) for payment. This email address is to be used only for submitting invoices and for payment status inquiries.

#### **6.12 No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

#### **6.13 Certifications Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



#### **6.14 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

#### **6.15 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2018-06-21);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) Supply Arrangement Number E60ZT-180027/142/ZT; and
- (g) the Contractor's bid as clarified on February 4, 2020.

#### **6.16 Basis for Canada's Ownership of Intellectual Property**

The Canada Border Services Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

#### **6.17 Translation of Documentation**

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

#### **6.18 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order



that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

#### **6.19 Ownership**

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

#### **6.20 Liability**

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

#### **6.21 Intellectual Property Infringement and Royalties**

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
  - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
  - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
  - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or



(d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:

- (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
- (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
- (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

## 6.22 Contract Recourse Mechanisms

A potential supplier that has concerns regarding a federal procurement process is encouraged to first contact the **government institution that issued the Contract**. The fact that an objection is first directed to a government institution does not prevent a potential supplier from seeking recourse elsewhere. Should a Supplier wish to seek recourse outside of the issuing government institution, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website and the clause below.

### a) Office of the Procurement Ombudsman

A supplier may have recourse with the Office of the Procurement Ombudsman provided:

- The contract has been awarded;
- Complainant is a Canadian supplier;
- Complaint is filed in writing, within 30 working days after public notice of the award of the contract; and
- A complaint regarding the award of a contract with a value less than \$25,300 for goods or less than \$101,100 for services.

For more information on the Procurement Ombudsman rules and procedures, please refer to: [Office of the Procurement Ombudsman](#).

A supplier may also have recourse to the Federal Court of Canada or the Provincial Superior Courts.

### b) Office of the Procurement Ombudsman - Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties'



representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

**c) Office of the Procurement Ombudsman — Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).





## ANNEX "A"

### STATEMENT OF WORK

#### 1. Statement of Work

##### 1. Title

Chief Transformation Officer Branch (CTOB) – Innovation Support

##### 2. Objectives:

2.1 CBSA has an important priority within the Chief Transformation Officer Branch (CTOB) to advance its innovation program, such as:

- Enhance the definition and design of the innovation function within CTOB
- Design and deliver an 'innovation jam' Workshop

2.2 As part of this priority, CBSA needs to establish its innovation program, in order to design, host, generate ideas awareness approaches (tentatively titled an "Innovation Jam") which must:

- Collaboratively generate a catalog of innovation opportunities, ranging from problem-areas to specific solution ideas in various stages of readiness.
- Build awareness of and capacity for using various innovative approaches and associated channels, both established (i.e., Innovative Solutions Canada) and emerging (i.e., Internal transformation initiatives), to prioritize, advance and organize progress around innovation development. .

2.3 Within this context, CTOB is seeking to procure Senior – Project Manager to support the Agency as we move forward on the development of an organization that incorporates innovation into the work being done through transformation.

##### 3. Scope of Work:

3.1 The Chief Transformation Officer Branch (CTOB) will be the lead in the development and facilitation of an Innovation Jam session to support the objectives outlined above. In order to engage CBSA employees and leaders in the development of generating a catalog of ideas. There is a need to build awareness and learn how to develop ideas using various approaches and associated channels to prioritize, advance and organize progress around suggestions. The Contractor will play a key role in designing, developing and facilitating a pilot "Innovation Jam" specifically to support the objectives above. In addition they will provide expertise support to assist CTOB with establishing and executing an Innovation function in support of business transformation across the Agency.

##### 4. Tasks and Deliverables:

4.1 The Contractor must be responsible for, but not limited to, the following tasks on an as and when requested basis:

##### Task 1 – Planning

- Working from materials provided by and meetings with the CBSA team, conduct preparation and planning for a generative workshop (tentatively titled *Innovation Jam*) to support the emerging innovation and transformation agenda within CBSA.
- Develop and document workshop plan, delivery, and facilitation plans for the *innovation jam* workshop.

##### Task 2 – Preparation

- Execute workshop plan.



- In collaboration with CBSA, assist in development of communications plan and outreach materials to attract employee participation, management buy-in and confidence of leadership.
- Create and produce support collateral and materials for workshop.

**Deliverable** –Provide a project plan that includes clear objectives, approach, strategy, timelines and milestones including communication tools for the delivery of an Innovation Jam.

### Task 3 – Innovation Functional Design

- In collaboration with the innovation team, define the key functions of the innovation team within CTOB including roles of programs and operations.
- Support the development of communications materials to engage internal stakeholders (CBSA branches, employees)
- Develop a plan and review the catalogue of business problems and ideas and meet with program leads to discuss objectives, preparation and approach for an Innovation Jam session.
- On a bi-weekly basis, develop and document workshop plan, delivery, and facilitation plans for the innovation jam workshop to be approved by the project authority.
- Engage internal stakeholder(CBSA branches) to collaboratively generate a catalog of business problems and ideas in order to build awareness and capacity for using various approaches and associated channels.
- Development of strategy, workshop document and project plan
- Support the development of a communication strategy/materials and key messages and functions
- Assist in the preparation of the Innovation Jam session
- Provide a final PDF report with results and lessons learned to the client authority

### 5. Deliverables

Provide a recommendation on the best approach to establishing the innovation function within CTOB and priority process.

Deliverables	Target date
Deliverable 1 – Planning	10 days after contract award
Deliverable 2 – Preparation	1 week before workshop
Deliverable 3 – Innovation Functional Design	By March 31, 2020

### Total (including HST)

### 6. Work Location

The Work associated with the resulting Contract must be done at the Contractor's site, with the exception of meetings held at CBSA's site (191 Laurier Street, Ottawa, ON).

### 7. Travel Requirements

CBSA will not pay for any travel under this contract.

### 8. Language of Work

There are no requirements as to the language of work or the deliverables. They may be presented in one of the official languages. The final deliverables can also be presented in either of the official languages.



## ANNEX "B"

### BASIS OF PAYMENT

#### A. Contract Period

During the period of the contract, the Contractor will be paid as specified below for work performed in accordance with the contract.

The Contractor will be paid as specified below for work performed in accordance with the Contract.

Milestone	Target date	Amount
Milestone 1 – Work Plan	5 days following contract award	
Milestone 2 – Design of event and associated collateral	1 week before the event	
Milestone 3 – Delivery and facilitation of event	February (TBC)	
Milestone 4 – Delivery of final report	1 week following the event	
Milestone 5 – Delivery of functional recommendations	March 31, 2020	
<b>Total (excluding HST)</b>		<b>\$35,000</b>

#### 1.1 GST/HST

- All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- The estimated HST is included in the total estimated cost shown on page 1 of this Contract. The estimated HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of HST paid or due.
- All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.
- The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All estimates contained in the Contract relating to travel, optional items or as and when requested goods or services are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to exercise such options or purchase such services.



Canada Border  
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## ANNEX "C"

### SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
UNCLASSIFIED

#### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>CANADA BORDER SERVICES AGENCY</b>	2. Branch or Directorate / Direction générale ou Direction <b>CHIEF TRANSFORMATION OFFICE</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <b>DESIGN AND DELIVER A WORKSHOP (tentatively titled as "Innovation Jam") AND PROVIDE EXPERTISE ON DEVELOPING INNOVATION FUNCTIONAL MODEL.</b>		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
6. c) Is there a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

2020002436

COMMON-PS-SRCL#6



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :		

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
Special comments: Commentaires spéciaux: Contractor must be under escort at all times while in CBSA space			
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

2020002436

COMMON-PS-SRCL#6



Government  
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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			TOP SECRET TRÈS SECRET
											A	B	C	
Information / Renseignements / Biens Production														
IT Media / Support IT IT Link / Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Canada Border  
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frontaliers du Canada

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COMMON-PS-SRCL#6



Gouvernement  
du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) LORNE BOISSONNEAU		Title - Titre MANAGER, LEAD and INNOVATION	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone (819) 210-9506	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lorne.boissonneau@csa.gc.ca	Date 2020-01-10
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Kavita Maharaj		Title - Titre Security Advisor	Signature MAHARA J KAVITA
Telephone No. - N° de téléphone 604-930-7754	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Kavita.Maharaj@csa.gc.ca	Date February 7, 2020
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Saumur, Jacques O
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur  
Contract Security Officer  
Contracts Security Division / Division des contrats sécurité /  
Contract Security Program / Programme de sécurité des contrats /  
Public Services and Procurement Canada / Services publics et Approvisionnement Canada  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Telephone / Téléphone 613-948-1732  
Facsimile / Télécopieur 613-948-1712

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract No. / N° du contrat : 2020001856

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. North River  
17<sup>th</sup> Floor - 17<sup>ème</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

Job Hazard Analysis -Rigaud, QC

**Contract No. — N° du contrat :**

2020001856

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction  
See herein — voir aux présentes

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)  
[Anik.Devlin@cbsa-asfc.gc.ca](mailto:Anik.Devlin@cbsa-asfc.gc.ca)

The Vendor/Firm hereby accepts/acknowledges this contract  
— Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Signature

*Director*

Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)

*Dec 12 2019*  
Date

**Contracting Authority — Autorité contractante :**

Gordie Hrehirchuk

Telephone No. — No de  
téléphone:

902-943-1854

Fax No. — No de  
télécopieur :

**E-Mail Address — Courriel:**

[Gordie.Hrehirchuk@cbsa-asfc.gc.ca](mailto:Gordie.Hrehirchuk@cbsa-asfc.gc.ca)

Total Estimated Cost  
(HST incl.) /Coût total  
estimatif (TVH incl.) :

\$24,182.00

Currency Type -  
Genre de devise :

CAD

**Vendor / Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur :

Workplace Safety & Prevention Services  
5110 Creebank Road  
Mississauga, ON  
L4W 0A1

Signed for the President by — Signé pour le  
Président par :

CLEROUX

NANCY

Signature

Name and Position Title — Nom et Titre du poste

Nancy Cleroux  
Strategic Procurement Division (SPD)

Digitally signed by CLEROUX  
NANCY  
Date: 2019.12.11 20:12:52 -05'00'

Date





Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract No. / N° du contrat :2020001856

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. North River  
17<sup>th</sup> Floor - 17<sup>ième</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

Job Hazard Analysis -Rigaud, QC

**Contract No. — N° du contrat :**

2020001856

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction  
See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)  
[Anik.Devlin@cbsa-asfc.gc.ca](mailto:Anik.Devlin@cbsa-asfc.gc.ca)

**The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :**

Signature

Date

**Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)**

**Contracting Authority — Autorité contractante :**

Gordie Hrehirchuk

**Telephone No. — No de  
téléphone:**

902-943-1854

**Fax No. — No de  
télécopieur :**

**E-Mail Address — Courriel:**

[Gordie.Hrehirchuk@cbsa-asfc.gc.ca](mailto:Gordie.Hrehirchuk@cbsa-asfc.gc.ca)

**Total Estimated Cost  
(HST incl.) /Coût total  
estimatif (TVH incl.) :**

\$24,182.00

**Currency Type -  
Genre de devise :**

CAD

**Vendor / Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur :**

Workplace Safety & Prevention Services  
5110 Creekbank Road  
Mississauga, ON  
L4W 0A1

**Signed for the President by — Signé pour le  
Président par :**

Signature

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cleroux  
Strategic Procurement Division (SPD)



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## RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **Delivery Requirements Outside a Comprehensive Land Claims Settlement Area**

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

### **1 Security Requirements**

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

*Security Requirement for Canadian Supplier: Public Services and Procurement Canada  
File #Common-Professional Services Security Requirement Check List #6*

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC)
2. The Contractor/Offeror personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **reliability status**, granted or approved by CISD/PSPC
3. The Contractor/Offeror must not remove any protected information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PSPC
5. The Contractor/Offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex C.
  2. Industrial Security Manual (Latest Edition)

### **ADDITIONAL SECURITY REQUIREMENT:**

The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

The credit check and fingerprinting\*, if required, will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).

Until the credit check, fingerprinting\* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to



Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

**\*Fees are applicable. Fingerprinting, if required, will be at the Bidder's cost.**

## 2 Statement of Work

This Contract is being issued for the requirement of Professional Services for the Canada Border services Agency under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

## 3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

## 4 Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2020 inclusive.

## 5 Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Client Department Name: Canada Border Services Agency  
Address: 263 Susie Lake Crescent, Halifax, NS

Name: Gordie Hrehirchuk  
Title: Contracting Officer  
Organization: Canada Border Services Agency  
Strategic Procurement and Materiel Management Division  
Address: 263 Susie Lake Crecent  
Halifax, Nova Scotia B3S 0J5  
Telephone: 902-943-1854  
E-mail address: [Gordie.Hrehirchuk@cbsa-asfc.gc.ca](mailto:Gordie.Hrehirchuk@cbsa-asfc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 5.2 Project Authority

The Project Authority for the Contract is:

Department Name: Canada Border Services Agency



Contact Name: Luc Charron  
Telephone: (613) 948-9827  
E-mail address: [Luc.Charron@cbsa-asfc.gc.ca](mailto:Luc.Charron@cbsa-asfc.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Contact Name:  
Telephone: ( )  
E-mail address: ( ) [@wsps.ca](mailto: @wsps.ca)

## 6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7 Payment

### 7.1 Basis of Payment

For the Work described in the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price as per Annex B.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 21,582.00  
Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.



3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.3 Travel and Living Expenses

*SACC Manual Clause C4005C (2018-04-17)*

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ ~~1582.00~~.

## 8 Method of Payment

*SACC Manual Clause H1008C (2008-05-12), Monthly Payment*

## 9 Accounts and Audit

1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.



## 10 Time Verification

SACC Manual Clause C0711C (2008-05-12), Time Verification

### 11 Invoicing Instructions

- a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- c) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d) The Contractor must send the invoice to **vendors-fournisseurs@cbsa-asfc.gc.ca** for payment. This email address is to be used only for submitting invoices and for payment status inquiries.

### 12 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

### 13 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 14 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### 15 Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2018-06-21), Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;



- (e) Annex C, Security Requirements Check List;
- (f) Supply Arrangement Number E60ZT-180027/038/ZT; and
- (g) the Contractor's bid dated October 8, 2019.

## **16 Basis for Canada's Ownership of Intellectual Property**

The Canada Border Services Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## **17 Translation of Documentation**

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

## **18 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

## **19 Ownership**

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.

2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.

3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even





after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.

4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

## 20 Government of Canada Web Standards

The Work must comply with the Government of Canada standards established by the Treasury Board, that include the Standard of Web Accessibility, the Standard on Web Usability, the Standard on Web Interoperability, and the Standard on Optimizing Websites and Applications for Mobile Devices.

In addition, the Work must comply with the standards and guidelines developed by the department or agency for whom the Work is being performed. Such standards and guidelines are available from the department or agency's Web Standards Centre of Expertise

## 21 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

## 22 Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.

2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

3. The Contractor has no obligation regarding claims that were only made because:

(a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or

(b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or

(c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or

(d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by



the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:

- (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
- (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
- (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.



## ANNEX "A" STATEMENT OF WORK

### JOB HAZARD ANALYSIS RIGAUD CAMPUS Border Service Instructors (BSI)

#### 1.0 Background:

The CBSA was instructed by the Labour Program to develop an implementation plan for the Hazard Prevention Program that specifies the timeframe for which hazard assessments are to be completed. Included in the implementation plan is the Job Hazard Analysis (JHA) for Border Services Instructors (BSI) that meets the requirements of the Canada Occupational Health and Safety Regulations (COHSR) more specifically regulation 19, Hazard Prevention Program by the end of June 2019 as per the Implementation Plan.

No JHA was ever completed for the Border Services Instructors.

#### 2.0 Objective:

The contractor will conduct the JHA using the methodology described in the CBSA Hazard Prevention Program and will confirm that all hazards in the work place have been considered, assess the appropriateness of the controls in place and recommend corrective measures where required.

Recognizing that BSI duties do contain a certain element of inherent risk, our objective is to eliminate, reduce or protect against hazards, which are identified and assessed through this job hazard analysis process. The results of the JHA will provide any information required for CBSA to remain fully compliant under Part II of the *Canada Labour Code*, (Code) and COHSR 19.

The JHA will be completed in three (3) phases: documentation review, site visits and interviews, and a final report, and should be completed within three (3) months from the contract commencement date.

#### 3.0 Definitions

The following definitions, as outlined by CBSA Human Resources Branch, shall be used to support the objective of this job hazard analysis:

Health and Safety – The CBSA is a federally regulated employer and follows the requirements of the Code and its associated Canada Occupational Health and Safety Regulations. The Code specifies that “every employer shall ensure that the health and safety at work of every person employed by the employer is protected”.

The JHA will incorporate all aspects of occupational health and safety as they apply to the job functions being analyzed. [Source – Canada Labour Code, Part II, 125.(1) CBSA, Human Resources Branch – OHS Section]

Job Hazard Analysis – A process to review methods, practices and procedures used to complete a job task. [Source – Job Safety Analysis Made Simple, p. 8 – a joint publication by ESDC-Labour Program and the Canadian Centre for Occupational Health and Safety (CCOHS)  
<http://www.ccohs.ca/products/publications/JSA.html>]

Risk Assessment – “Risk” is defined as the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. Therefore, an assessment of the hazards identified will have to be completed in order to determine the level of risk. Prior studies may have been referred to as “Risk Assessments” but this typically forms part of the overall JHA process. [Source: Job Safety Analysis Made Simple, p. 2 – a joint publication by ESDC-Labour Program and



the Canadian Centre for Occupational Health and Safety (CCOHS); CBSA, Human Resources Branch – OHS Section]

#### **4.0 Contractor's Responsibilities**

The Contractor's responsibilities include the following:

- 4.1 The CBSA's Hazard Prevention Program must be used as a guideline for this analysis.
- 4.2 If any imminent risk to the health and safety of the officers is identified throughout this process it must be brought immediately to the attention of CBSA Management.
- 4.3 The Contractor's assigned resources must maintain Enhanced Reliability Clearance for the duration of the contracted period.
- 4.4 The Contractor must ensure the security of information recorded on any IT systems they utilize.
- 4.5 The Contractor must not disclose the names of the CBSA employees and officials that it interviews, or otherwise deals with.

#### **5.0 Scope**

The scope of the analysis must cover the job functions relating to the BSIs at the CBSA Rigaud Campus, including Control and Defensive Tactics (CDT), Scenario Based Training (SBT) and the Duty Firearm Course (DFC). There are approximately 80 BSIs employed at the Rigaud Campus.

#### **6.0 Tasks**

The CBSA will require the Contractor's Project Manager to play an active role in the day-to-day work. To achieve the objective of the analysis, the CBSA expects that the analysis be managed in three (3) complementary phases. Even though the work is to be carried out in three (3) distinct phases, the Contractor must ensure that it is complementary, continuous, and interconnected.

##### **Phase 1 – Documentation Review:**

During the initial phase of the analysis the Contractor will conduct a comprehensive review of relevant CBSA documentation, policies, programs and procedures, hazardous occurrence records etc. to assess relevance to protection of personnel from actual and potential hazards identified. The findings presented during Phase 1 will remain preliminary in nature until validated by the CBSA management. The CBSA will make every reasonable effort to complete the validation process within ten (10) calendar days from receipt of the Preliminary report.

##### **Phase 2 – Site visits and interviews:**

During Phase 2, the Contractor must confirm observations from Phase 1.

The Contractor must develop a broad consultation mechanism where a sample of employees affected by the analysis will have the opportunity to provide input. This may include, but is not limited to employee interviews including local health and safety committee, conference calls, e-mails, or other approved consultation mechanisms.

The Contractor is responsible for coordinating site visits, data collection and analysis. The CBSA Project Authority will assist the Contractor with the coordination of data collection. Any proposed employee questionnaire(s) must be approved by the CBSA Project Authority before being made final. The Contractor will confirm, through site visits, interviews, and a review of local contingency plans, the health and safety hazards and risks to which BSIs are exposed.

**Following the review, the Contractor must produce and submit a Preliminary report. The Phase 2 report must:**



1. Provide an overview of the assessment, including a table of areas visited, the dates of the visits, the duration of each visit, and the number of employees interviewed at each location.
  2. Describe the procedure followed during the site visits.
  3. Include a copy of any questionnaire used for employee consultations.
  4. Identify information related to health and safety issues obtained through observation and interviews with BSIs as well as members of local workplace health and safety committee, management representatives or all other approved consultation mechanisms.
  5. Identify steps, processes, and procedures already developed to identify and address the hazards to which BSIs may be exposed in their work, as well as the protective equipment and tools provided by the CBSA.
  6. Identify any remaining activities that may pose a potential health and safety hazard which may require further attention by CBSA management.
- The findings presented during Phase 2 will remain preliminary in nature until validated by the CBSA management. The CBSA will make every reasonable effort to complete the validation process within ten (10) calendar days from receipt of the Preliminary report.

### **Phase 3 – Final Report:**

For Phase 3 the Contractor must submit a Final report in PDF format, which includes:

1. An executive summary
2. A summary of the preceding phases
3. A report on the specific results, conclusions and recommended corrective actions stemming from the job hazard analysis. The results should be based on the documentation review, site observations, data analysis, and interviews with officers, employee representatives and members of the local Occupational Health and Safety Committee.
4. Recommendations for improving existing measures or for introducing new measures of risk management related to health and safety will:
  - Be complete and provide all specific details.
  - Describe how implementing the recommendation would minimize or reduce risks.
5. The final report will remain preliminary in nature until validated by CBSA Management. The CBSA will make every reasonable effort to complete the validation process within ten (10) calendar days from receipt of Preliminary report.
6. The CBSA Project Authority will authorize the Contractor to proceed with preparing the Final report for Phase 3.

## **7.0 Project Governance**

- 7.1 The CBSA Project Manager for this analysis will be based in the city of Rigaud, Quebec.
- 7.2 All Preliminary and Final reports will remain the property of the CBSA and will not be released without prior authorization.
- 7.3 Contractor's Project Manager  
The Contractor's Project Manager will be the primary contact for the CBSA. He/she will be responsible for coordinating all aspects of the study. His/her responsibilities will include, but are not limited to, the following duties:
  - Ensure all project tasks, deliverables, and any other commitments, are met in a timely manner;
  - Make themselves available for conference calls or meetings with CBSA managers and team members, on an as needed basis, to discuss any issues arising throughout the course of the study.
- 7.4 CBSA's Representatives  
The CBSA's Designated Project Authority's responsibilities are to:
  - Work closely with the Contractor's Project Manager to ensure that the Contractor meets all its contractual obligations and fulfills all project objectives, deliverables, timeframes, the total contract cost, and any other commitments;



- Ensure the Contractor receives support from the CBSA as stipulated in this Statement of Work, e.g. provides documentation such as work descriptions, training manuals, directives and provides feedback and appropriate authorizations as required; and
- Meet with the Contractor as required.

## 8.0 Deliverables

The Contractor will provide:

8.1 Written preliminary Phase 1, Phase 2 and Phase 3 reports in English two (2) weeks following the completion of each of the corresponding Phases, containing, at a minimum, the content as outlined in section 6.0, Tasks, submitted for the CBSA Project Authority's review.

8.3 The Contractor will, where applicable, make any required changes to the preliminary report and submit the final report to the Project Authority for final approval.

8.4 The Final reports for Phase 1, Phase 2 and Phase 3 respectively must be delivered in PDF within ten (10) working days of the completion of the validation of the preliminary report by CBSA management, or within a mutually agreed upon timeframe.

8.5 The Contractor will make a formal presentation after submitting the Phase 3 Report to CBSA Management, which may include concerned stakeholders, at the CBSA Campus in Rigaud, Quebec, followed by a question period.

## 9.0 Payment

9.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid firm lot prices, including Harmonized Sales Tax extra, if applicable in accordance with the following milestones:

- 80% at completion of Phase 2;
- 20 % at completion of Phase 3.



## ANNEX "B" BASIS OF PAYMENT

### A. CONTRACT PERIOD

During the period of the contract, the Contractor will be paid as specified below for work performed in accordance with the contract.

The Contractor will be paid as specified below for work performed in accordance with the Contract.

Stream and Category	Level of Expertise	Resource	All-inclusive Per-Diem Rate	Number of Days Required for Project	Totals
Stream 8 – Employee Relations Consultant	Senior				\$10,000.00
Stream 8 – Employee Relations Consultant	Intermediate				\$10,000.00
TOTAL					\$20,000.00, plus tax

### Anticipated Travel Expenses

Travel expenses are based on the following assumptions:

- up to four trips to Rigaud, Québec require HIRA, onsite verification (2), final presentation)
- consultants will be travelling during winter
- consultants would be carpooling to Rigaud Campus si

Travel Expense Item	Cost
-Mileage -Four trips to Rigaud (270km X 3 = 1080km)	
-Accommodation (for one trip to Rigaud) -2 nights accommodation @ -2 nights accommodation @	



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-Meals -2 days for breakfast, lunch, dinner @ -2 days for lunch @ -2 days for breakfast, lunch, dinner @ -2 days for lunch @	
-Parking -4 days @	
<b>TOTAL</b>	<b>\$1,582.00</b>

NOTE 1: CBSA will be billed for actual expenses occurred in alignment with Treasury Board Secretariat Travel Directive.

### 1.1 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (iii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to terms of payment.

### 1.2 GST/HST

- (a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- (b) The estimated HST is included in the total estimated cost shown on page 1 of this Contract. The estimated HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of HST paid or due.
- (c) All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.
- (d) The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All estimates contained in the Contract relating to travel, optional items or as and when requested goods or services are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to exercise such options or purchase such services.





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## ANNEX "C"

### SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

#### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine <b>Canada Border Services Agency</b>		2. Branch or Directorate / Direction générale ou Direction <b>HRB/LRCD</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail <b>Job Hazard Analysis for Border Services Instructors at the Rigaud Campus</b>			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>  Not releasable À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

Security Classification / Classification de sécurité

TBS/SCT 350-103 (2004/12)



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes  
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets:  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel: ☒ No ☐ Yes  
Non Oui  
Document Number / Numéro du document:

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux: \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted:  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

Security Classification / Classification de sécurité

TBS/SCT 350-103 (2004/12)

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract No. / N° du contrat :2020001856

Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART C (continued) / PARTIE C (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret	
											A	B	C				
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité

TBS/SCT 350-103 (2004/12)

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract No. / N° du contrat : 2020001856

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

Luc Charron

Title - Titre

Senior OHS Advisor

Signature

Telephone no. - N° de téléphone

(613) 948-9827

Facsimile - Télécopieur

E-mail address - Adresse courriel

Luc.Charron@CBSA-ASFC.gc.ca

Date

2019-07-25

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

Pedro Liso

Title - Titre

Sr Sec Advisor

Signature

Telephone no. - N° de téléphone

363-291-7745

Facsimile - Télécopieur

E-mail address - Adresse courriel

Pedro.Liso@CBSA-ASFC.gc.ca

Date

29/07/19

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

☐ Non

☒ Yes

☒ Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

Facsimile - Télécopieur

E-mail address - Adresse courriel

Date

**17. Contracting Security Authority / Autorisé contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

Facsimile - Télécopieur

E-mail address - Adresse courriel

Date

Security Classification / Classification de sécurité

TBS/SCT 330-103 (2004/12)

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract# 2020001344  
REQ# 1000040361

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. River nord  
17<sup>th</sup> Floor - 17<sup>ème</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet:**

Directed ProService contract- E60ZT-180026/183/ZT  
Leadership Intelligence Series

**Contract No. — N° du contrat:**

2020001344

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction

See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/en trepreneur accepte/accuse réception du présent contrat:

Signature

Tuesday October 15 2019

Date

Director of Operations & Government Programs

Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)

**Contracting Authority — Autorité contractante :**

Ahmed El-halawany

Telephone No. — No de  
téléphone:

343-291-5700

Fax No. — No de  
télécopieur :

**E-Mail Address — Courriel:**

Ahmed.el-halawany@cbsa-asfc.gc.ca

Total Estimated Cost  
(HST incl.) / Coût total  
estimatif (TVH incl.) :

\$23,730

Currency Type -  
Genre de devise :

CAD

**Vendor / Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur :

1101417 Ontario Inc., Operating as CareerJoy

Suite 200 - 15 Fitzgerald Rd. Ottawa, ON K2H 9G1

Signed for the President by — Signé pour le  
Président par :

CLEROUX  
NANCY

Signature

Digitally signed by CLEROUX NANCY  
DN: c=ca, o=gc, ou=cbsa-adic,  
ou=PERSONNEL, cn=CLEROUX NANCY,  
serialNumber=2015212231102458  
Date: 2019.10.11 10:43:46 -0400

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cleroux  
Team Leader, Strategic Procurement and Material  
Management Division (SPMMD)



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001312  
REQ# 1000348951

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. River nord  
17<sup>th</sup> Floor - 17<sup>ième</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

Directed ProService contract- E60ZT-180026/183/ZT  
Leadership Intelligence Series

**Contract No. — N° du contrat :**

2020001312

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction

See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

**The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :**

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date Tuesday October 15 2019

Director of Operations & Government Programs

**Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)**

**Contracting Authority — Autorité contractante :**

Ahmed El-halawany

**Telephone No. — No de  
téléphone :**

343-291-5700

**Fax No. — No de  
télécopieur :**

**E-Mail Address — Courriel :**

Ahmed.el-halawany@cbsa-asfc.gc.ca

**Total Estimated Cost  
(HST incl.) / Coût total  
estimatif (TVH incl.) :**

\$23,730

**Currency Type -  
Genre de devise :**

CAD

**Vendor / Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur :**

1101417 Ontario Inc., Operating as Career Joy

Suite 200 - 15 Fitzgerald Rd. Ottawa, ON K2H 9G1

**Signed for the President by — Signé pour le  
Président par :**

CLEROUX  
NANCY

Signature

Digitally signed by CLEROUX NANCY  
DN: c=ca, o=gc, ou=ccra-adrc,  
ou=PERSONNEL, cn=CLEROUX NANCY,  
serialNumber=2015212231102458  
Date: 2019.10.11 10:43:46 -04'00'

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cleroux  
Team Leader, Strategic Procurement and Material  
Management Division (SPMMD)



## **1 Security Requirements**

### **1.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

- A. An escort will be provided to unscreened private sector individual(s) needing access to a Government of Canada facility/work site.
- B. No access to Government of Canada Protected and/or Classified information will be granted to unscreened private sector individuals performing the work necessary for this contract; and
- C. The Technical Authority will be providing 24/7 escort to the private sector individuals while they are on site (CBSA premise).

## **2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

## **3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### **3.1 General Conditions**

2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

## **4 Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from Contract Award Date to March 31, 2020.

## **5 Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Ahmed El-Halawany  
Title: Procurement Officer  
Canada Border Service Agency  
Strategic Procurement Division  
Address: 355 North River Road, Vanier Tower B, 17th Floor  
Ottawa (Ontario) K1A 0L8



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001312  
REQ# 1000348951

Telephone: 343-291-5700

E-mail address: [ahmed.el-halawany@cbsa-asfc.gc.ca](mailto:ahmed.el-halawany@cbsa-asfc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 5.2 Project Authority

The Project Authority for the Contract is:

Name: Janie Ranger

Title: Strategic Advisor

Organization: Canada Border Services Agency

Telephone: 343-291-6512

E-mail address: [janie.ranger@cbsa-asfc.gc.ca](mailto:janie.ranger@cbsa-asfc.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor's Representative

Name: |

Title: Director of Operations & Government Programs

Address: 251 Laurier Ave. West, Suite 900, Ottawa, Ontario, K1P 5J6

Phone number: 1-877-256-2569 | Mobile number:

E-mail address: @careerjoy.com

## 6. Payment

### 6.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$21,000. Customs duties are excluded and Applicable Taxes are extra.

### 6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \$21,000. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by





the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.3 Single Payment

*SACC Manual* clause H1000C (2008-05-12) Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## 7 Invoicing Instructions

- a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- c) The Contractor must send the invoice to [vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca) for payment. This email address is to be used only for submitting invoices and for payment status inquiries.

## 8 Priority of Documents



If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List (if applicable);



## ANNEX "A" Statement of Work

### STATEMENT OF WORK

#### 1.0 Scope:

The scope of this workshops series aims to develop leadership competencies for the Infrastructure and Information Security Division (IISD) managers and employees. Some workshops and webinars will be extended to other employees of the Security and Professional Standards Directorate (SPSD).

#### 2.0 Objective:

The objectives is to provide coaching to our employees on:

- Integrity and Respect;
- Creating vision and Strategy;
- Promoting Innovation and Guide Change;
- Collaborating with Partners and Stakeholders;
- Achieving Results;
- Mobilizing people.

This will ultimately result in improving our relationships and communications among us and our clients, leveraging our Change management and Self-Management skills, and helping in the Resilience and Stress Management of our division and directorate.

This contract mandate is to deliver a series of workshops during the fiscal year 2019-2020. It contains two (2) full-day workshops and four (4) webinars. These workshops are part of our Engagement Plan 2019-2020, where the main goal is to strive to maintain strong engagement and communication with our new division employees, which are located across the country.

#### 3.0 Background:

On April 1<sup>st</sup>, 2019, the security services were nationalized, which means that regional reporting is now reporting at the national level. The initiative objectives will also help us:

- improve accountability;
- more consistently deliver our services across Canada;
- better manage our workloads;
- have more flexibility in how our services are delivered;
- increase our value to our clients.

In order to achieve these objectives, key foundational communications pieces need to be put in place to support our managers and employees across the board.

Change Management activities has been conducted in last fiscal year, but this year's activities are concentrated on the engagement and leadership of our employees. This will help strengthen our relationship, leverage the way we are working together, and improve the quality of our services.



#### **4.0 Terminology:**

The below terminology provides a glossary of acronyms and definitions of frequently used words contained in the Statement of Work (SOW). These definitions match any definitions defined in the solicitation/contract including the general conditions.

Acronyms	Definitions
GoC	Government of Canada
IISD	Infrastructure and Information Security Division
NCR	National Capital Region
SOW	Statement of Work
SPSD	Security and Professional Standards Directorate
SRCL	Security Requirement Check List

#### **5.0 Reference Documents:**

The main reference document is a proposal from the *CareerJoy* company that propose a Leadership Development program for our Directorate/Division.

For more details, please find attached the proposal that includes a breakdown of all workshops identified in the Leadership Development program.

The entire curriculum of the company can found at: <https://careerjoy.com/>



Upon completion and approval of the SOW, SRCL, Employer-Employee Relationship Checklist, Sole Source Justification and Sole Source Questions and Bid Evaluation Criteria the contractor will be advised through proper procurement channels of the awarding of the contract.

## **6.0 Requirements:**

The contract includes the delivery of two (2) full-day workshops and four (4) Webinars (two (2) in French and two (2) in English).

### **Leadership Development program**

- LC 101: Leadership Development: Leadership Starts With You
  - To be delivered in person ( in English) in Montreal, Qc. on October 24<sup>th</sup> , 2019 during the IISD Managers Workshop.
- LC 102: Succeeding Inside the Dynamics of a Diverse Workplace
  - To be delivered via webinar, Canada-Wide on November 20<sup>th</sup> , 2019. A French session in the morning and an English session in the afternoon.
- LC 103: Leading Organizations in Mindfulness & Unconscious Bias
  - To be delivered via webinar, Canada-Wide on December 12<sup>th</sup> , 2019. A French session in the morning and an English session in the afternoon.
- LC 104: Building a Culture of Wellness & Resilience
  - To be delivered in person ( in English) in Ottawa, Ont, early February 2019 during the IISD Team Leaders and Managers Workshop.

## **6.1 Tasks:**

For the two (2) full-day workshop, the contractor must deliver the sessions in person in Ottawa and in Montreal as outlined in the section 6.0 Requirements.

For the four (4) webinars, the contractor must deliver Canada-Wide sessions in both official languages as outlined in the section 6.0 Requirements.



## **6.2 Deliverables, Acceptance Criteria and Delivery Schedule:**

The contractor must deliver the entire calendar of the Leadership Development program outlined in the section 6.0 Requirements.

- **LC 101: Leadership Development: Leadership Starts With You**
  - Description: This workshop assists participants in developing the confidence and competence they need to lead effectively, communicate successfully, influence others and have a lasting impact on the people around them.
  - To be delivered in person ( in English) in Montreal, Qc, on October 24<sup>th</sup> , 2019 during the IISD Managers Workshop.
  - Material: description, quantity, format (for example, hard or soft copy, paper size, structure, color, etc.), language
  - Acceptance criteria: Delivering the entire session within the allotted time, at the specific date and location, and for a maximum of 20 persons.
- **LC 102: Succeeding Inside the Dynamics of a Diverse Workplace**
  - Description: In this webinar we will discuss communication challenges and how to communicate effectively within a diverse workplace, identifying ways that each employee/manager can contribute to creating and supporting a workplace where everyone is able to bring their whole selves to work. This session will explore techniques and strategies to allow your staff to handle difficult conversations and manage challenging internal dynamics with skill and confidence.
  - To be delivered via webinar, Canada-Wide on November 20<sup>th</sup> , 2019. A French session in the morning and an English session in the afternoon.
  - Material: description, quantity, format (for example, hard or soft copy, paper size, structure, color, etc.), language
  - Acceptance criteria: Delivering the entire session within the allotted time, at the specific date and location and for a maximum of 100 persons.
- **LC 103: Leading Organizations in Mindfulness & Unconscious Bias**
  - Description: This webinar increases the recognition of mental events in the present moment which provides countless benefits including becoming more mindful of their behaviours and actions and learn how to express and interpret their present environment.
  - To be delivered via webinar, Canada-Wide on December 12<sup>th</sup> , 2019. A French session in the morning and an English session in the afternoon.
  - Material: description, quantity, format (for example, hard or soft copy, paper size, structure, color, etc.), language
  - Acceptance criteria: Delivering the entire session within the allotted time, at the specific date and location and for a maximum of 100 persons.
- **LC 104: Building a Culture of Wellness & Resilience**
  - Description: This workshop is designed to enhance healthy outcomes, create a renewed sense of physical and emotional fitness, reduce stress, build resiliency, promote healthy communication through tools and strategies that can improve workplace, team and individual health.



- To be delivered in person ( in English) in Ottawa, On, early February 2019 during the IISD Team Leaders and Managers Workshop.
- **Material:** description, quantity, format (for example, hard or soft copy, paper size, structure, color, etc.), language
- Acceptance criteria: Delivering the entire session within the allotted time, at the specific date and location and for a maximum of 30 persons.

For all workshops and webinars, the contractor will prepare and put together all training materials. The contractor is responsible to bringing or delivering hard copies of training materials to the CBSA facilities

### **6.3 Constraints:**

- I. The contractor must identify any replacement as soon as possible and notify Technical Authority at least 3 days in advance of the event;
- II. The contractor must deliver the entire Leadership Development program as outlined in the section 6.2 Deliverables, Acceptance Criteria and Delivery Schedule and as per the proposal ;
- III. The contractor must confirm their videoconference equipment or other type of electronics requirements needs to the Technical Authority a least 10 business days in advance of each session;
- IV. The contractor must test their Webinar system prior to each session. If the systems is not working, the contractor is responsible for recommending solutions to the Technical Authority;
- V. The contractor must deliver the entire Leadership Development program in the Canadian official languages;
- VI. The contractor must hold and maintain a valid reliability security status and during the length of the contract;
- VII. The contractor must wear a visitor pass and be escorted at all time in CBSAs facilities;
- VIII. CBSA network will not be accessible to the contractor;
- IX. The contractor must provide to CBSA any training material (soft/hard copies, books, USB devices, password to access Webinars, etc.) for all sessions at least 2 days prior to the event.
- X. Travel expenses are not included in the present proposal. Any applicable travel expenses outside of the NCR must be identified by the contractor to CBSA procurement team and pre-approved prior to the awarding of this contract. Furthermore, all applicable travel expenses must be compliant with the GoC travel policy and within the allowed threshold.
- XI. All Travel expenses that are declare after the awarding of this contract will not be reimburse by the Agency .
- XII. The contractor will not be provided with a means nor reimbursed for travel in the NCR. We do not provide taxi chits, bus passes or otherwise to Contractors.

### **6.4 Support Provided by Canada:**

The Canada roles and responsibilities in this contract are minimal, as it is a contract for the development and growth of CBSA employees. However, in awarding this contract we are supporting a Canadian company and ultimately improving our services that support national security.



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001312  
REQ# 1000348951

## ANNEX "B" Basis of Payment

### Leadership Class Workshop Series Session 1

Topic: Leadership Starts with You

Date: October 22<sup>nd</sup> 2019 - 9 am to 4:00 pm

Location: Ottawa, Ontario

Facilitator:

### Leadership Class Workshop Series Session 2A (French)

Topic: Succeeding Inside the Dynamics of a Diverse Workplace

Date: November 20 2019 - 2 hour webinar

Location: Webinar, Canada-Wide

### Leadership Class Workshop Series Session 2B (English)

Topic: Succeeding Inside the Dynamics of a Diverse Workplace

Date: November 20 2019 - 2 hour webinar

Location: Webinar, Canada-Wide

### Leadership Class Workshop Series Session 3A (French)

Topic: Leading Organizations in Mindfulness & Unconscious Bias

Facilitator:

Date: December 12 2019 - 2 hour webinar

Location: Webinar, Canada-wide

### 1Leadership Class Workshop Series Session 3B (English)

Topic: Leading Organizations in Mindfulness & Unconscious Bias

Date: December 12 2019 - 2 hour webinar

Location: Webinar, Canada-wide

### Leadership Class Workshop Series Session 4

Topic: Building a Culture of Wellness & Resilience

Date: February 3<sup>rd</sup> 2020

Location: Ottawa, Ontario

Facilitator:

4 Webinar's Priced at \$

2 Full Day workshops priced at \$

**Total Cost \$23,730**





Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001312  
REQ# 1000348951

## ANNEX "C" Security Requirements Check List

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat  Security Classification / Classification de sécurité
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine <b>CBSA</b>	2. Branch or Directorate / Direction générale ou Direction <b>FCMB</b>
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work - Brève description du travail Leadership development program-develop leadership competencies for the Infrastructure and Information Security Division (IISD) managers and employees.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <div style="float: right;"> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui                 </div>	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <div style="float: right;"> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui                 </div>	
6. Indicate the type of access required - Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <div style="float: right;"> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui                 </div>	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <div style="float: right;"> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui                 </div>	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <div style="float: right;"> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui                 </div>	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable A ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

Security Classification / Classification de sécurité

TBS/SCT 350-103 (2004/12)

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001312  
REQ# 1000348951

Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

☒ No ☐ Yes  
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☐ RELIABILITY STATUS

COTE DE FIABILITE

☐ CONFIDENTIAL

CONFIDENTIEL

☐ SECRET

SECRET

☐ TOP SECRET

TRÈS SECRET

☐ TOP SECRET - SIGINT

TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL

NATO CONFIDENTIEL

☐ NATO SECRET

NATO SECRET

☐ COSMIC TOP SECRET

COSMIC TRÈS SECRET

☐ SITE ACCESS

ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted:

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui

Security Classification / Classification de sécurité

TBS/SCT 350-103 (2004/12)

Canada



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001312  
REQ# 1000348951

Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART C (continued) / PARTIE C (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité

T65/SCT 350-103 (2004/12)

**Canada**



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001312  
REQ# 1000348951



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

Rachida Benouattaf

Title - Titre

Director IISD

Signature

Telephone no. - N° de téléphone

(343) 291-5968

Facsimile - Télécopieur

E-mail address - Adresse courriel

Rachida.Benouattaf@cbsa-asfc.gc.ca

Date

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

Pedro Lobo

Title - Titre

Security advisor

Signature

Telephone no. - N° de téléphone

(343) 291-7749

Facsimile - Télécopieur

E-mail address - Adresse courriel

pedro.lobo@cbsa-asfc.gc.ca

Date

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

☐ Yes

Non

Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

Facsimile - Télécopieur

E-mail address - Adresse courriel

Date

**17. Contracting Security Authority / Autorisé contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

Facsimile - Télécopieur

E-mail address - Adresse courriel

Date

Security Classification / Classification de sécurité

TBS/SCT 350-103 (2304/12)

Canada



Canada Border  
Services Agency

Agerice des services  
frontaliers du Canada

Contract#2020001830  
REQ#1000350187

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. River nord  
17<sup>th</sup> Floor - 17<sup>ème</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

Directed ProService Contract: COACHING ALLIANCES  
SO/SA: E60ZT-180025/103/ZT

**Contract No. — N° du contrat :**

2020001830

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction  
Destination des biens, services et construction

See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

**Contracting Authority — Autorité contractante :**

Ahmed El-halawany

Telephone No. — No de  
téléphone:

343-291-5700

Fax No. — No de  
télécopieur :

**E-Mail Address — Courriel:**

Ahmed.el-halawany@cbsa-asfc.gc.ca

Signature

Date

19.12.10

Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)

Principal Coaching Consultant

Total Estimated Cost  
(HST incl.) /Coût total  
estimatif (TVH incl.) :

\$31,075.00

Currency Type -  
Genre de devise :

CAD

**Vendor / Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur :

Coaching Alliances Inc  
147 Glebe Avenue, Ottawa ON K1S 2C4

Signed for the President by — Signé pour le  
Président par :

CLEROUX NANCY

Digitally signed by CLEROUX NANCY  
Date: 2019.12.06 03:49:38 -05'00'

Signature

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cléroux  
Team Leader, Strategic Procurement and Material  
Management Division (SPMMD)



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Contract#2020001830  
REQ#1000350187

**Purchasing Office — Bureau des Achats :**

Canada Border Services Agency  
Agence des services frontaliers du Canada  
355 North River Road - 355 ch. River nord  
17<sup>th</sup> Floor - 17<sup>ème</sup> étage  
Ottawa ON K1A 0L8

**Title — Sujet :**

**Directed ProService Contract:** COACHING ALLIANCES  
**SO/SA:** E60ZT-180025/103/ZT

**Contract No. — N° du contrat :**

2020001830

**Contract — Contrat**

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

**D.D.P. — D.D.P. :**

Destination of Goods, Services, And Construction —  
Destination des biens, services et construction

See herein — voir aux présentes

**Invoices to be sent to — Factures envoyer à :**

Canada Border Service Agency  
Agence des services frontaliers du Canada  
[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

**The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :**

Signature

Date

**Name, title of person authorized to sign (type or print) —  
Nom et titre du signataire autorisé (caractère d'impression)**

**Contracting Authority — Autorité contractante :**

Ahmed El-halawany

**Telephone No. — No de  
téléphone:**

343-291-5700

**Fax No. — No de  
télécopieur :**

**E-Mail Address — Courriel:**

Ahmed.el-halawany@cbsa-asfc.gc.ca

**Total Estimated Cost  
(HST incl.) /Coût total  
estimatif (TVH incl.) :**

\$31,075.00

**Currency Type -  
Genre de devise :**

CAD

**Vendor / Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur :**

Coaching Alliances inc  
147 Glebe Avenue, Ottawa ON K1S 2C4

**Signed for the President by — Signé pour le  
Président par :**

Signature

Date

**Name and Position Title — Nom et Titre du poste**

Nancy Cleroux  
Team Leader, Strategic Procurement and Material  
Management Division (SPMMD)



## PART 2 - RESULTING CONTRACT CLAUSES

### 1 Security Requirements

- 1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

#### Common Professional Services Security Requirement Check List #1

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC
3. The Contractor/Offeror may remove protected information or assets from the work site(s) as required by this Contract/Standing Offer/Supply Arrangement, but is **not AUTHORIZED TO SAFEGUARD MATERIAL OVERNIGHT**. The Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor/Offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex C
  2. Industrial Security Manual (Latest Edition)

### 2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

### 4 Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from Contract Award date to March 31,2020.



---

## **5 Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Ahmed El-halawany  
Title: Procurement Officer  
Canada Border Service Agency  
Finance and Corporate Management Branch  
355 North River Road, Vanier Tower B, 17th Floor,  
Ottawa (Ontario) K1A 0L8

Telephone: 343-551-6914  
E-mail address: [ahmed.el-halawany@cbsa-asfc.gc.ca](mailto:ahmed.el-halawany@cbsa-asfc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **5.2 Project Authority**

The Project Authority for the Contract is:

Contact Name: Marie-France Champagne  
Telephone: 343-291-5212  
E-mail address: [Marie-France.Champagne@cbsa-asfc.gc.ca](mailto:Marie-France.Champagne@cbsa-asfc.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **5.3 Contractor's Representative**

Contact Name:  
Telephone:  
E-mail address: | [@coachingalliances.ca](mailto:@coachingalliances.ca)





## **6. Payment**

### **1.1 Basis of Payment**

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$27,500.00. Customs duties are excluded and Applicable Taxes are extra.

### **6.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$27,500.00. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.3 Method of Payment (Monthly Payment)**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.



## 7. Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show the applicable contract number.
- c. By submitting invoices the Contractor is certifying that the goods and/or services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. All invoices must be submitted using the following method (**only one copy of the invoice should be sent to the Agency**):

**Email:** Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

This email address is to be used for submitting invoices and for payment status inquiries.

### **Direct Deposit:**

The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact [ca-ci@cbsa-asfc.gc.ca](mailto:ca-ci@cbsa-asfc.gc.ca) to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

**IMPORTANT NOTE:** If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.

## 10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value);
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List (if applicable);
- (f) Annex D, PROSERVICES - FLEXIBLE GRID



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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1.0 TITLE:**

Executive and Leadership Coaching Services for 6 Chief Transformation Officer Branch (CTOB) employees

#### **2.0 SCOPE / OBJECTIVE:**

Secure professional coaching services to support ongoing executive leadership, competency development and strategic career planning for 6 Branch employees.

#### **3.0 BACKGROUND:**

The Chief Transformation Officer Branch (CTOB) was created to guide the Agency's transformation and renewal agenda. Its mandate is to provide an overarching leadership role on the Agency's journey to transform, renew and modernize its business processes. The CTOB articulates, defines and communicates the Agency's transformation vision and ensures that the guidance needed to achieve that vision in place. This includes helping to set the Agency's strategic direction and priorities, supporting the Agency with culture and change management expertise, and working with functional leads to identify and implement solutions to business challenges.

To implement its mandate, the CTOB relies on its executive management team to deliver on this mandate. To ensure executives/executive equivalents develop and maintain the requisite skills set to deliver on CTOB priorities; a coaching and mentoring service is recommended to assist with overall leadership, development and career planning.

#### **4.0 TERMINOLOGY:**

NIL

All acronyms are spelled out

#### **5.0 REFERENCE DOCUMENTS:**

TBS competencies for EX's in the government of Canada

#### **6.0 REQUIREMENTS**



1. For 5 CTOB employees - Face to face sessions between Client and Coach consisting of conversations initially to focus and develop the individual, tailored Coaching Program (purpose and expected outcomes), then to formulate exercises and practices including:

- specific competency and career planning tools;
- discuss homework,
- findings and progress; and
- determine ongoing needs in support of achieving the Coaching Program's purpose and goals.

2. For 5 CTOB employees - Guidance on self-observation exercises carried out by the Clients between sessions, designed to gather additional information about current practices and expectations and to identify the competencies required to make needed changes and shifts in support of the Coaching Program.

3. For 5 CTOB employees - Practices will be designed to develop and/or strengthen the competencies needed to achieve the agreed Program outcomes and provided to each of the Clients.

4. One of the 5 CTOB employees receiving deliverables 1-3 above also requires the development of a Leadership and Career development Profile (LCDP)

5. One CTOB employee not receiving deliverables 1-3 above requires customized materials for EX01 exam preparation

#### 6.1.1 Deliverables and Acceptance Criteria

Deliverables	Acceptance
Individual tailored program for 6 CTOB Employees; -	<p>If CTOB Employees approve that the program designed is aligned to their needs</p> <p>And if the sessions for the 6 staff include one or more of the following requirements:</p> <ul style="list-style-type: none"> <li>- Face-to-face coaching sessions</li> <li>- Customized materials</li> <li>- Leadership and Career Development Profile (LCDP)</li> </ul> <p>the Project authority will accept the deliverable as complete</p>



Mid contract progress report for each CTOB Employees (6 of them) against identified needs	If report provide clear account of progress to the end goal, the Project authority will accept the deliverable as complete
End of contract closing report for each CTOB Employee coached	If report provides clear account of status of progress toward end goal and identified recommendations for next steps, the Project authority will accept the deliverable as complete

#### 6.1.2 Delivery Schedule

<b>Deliverables</b>	<b>Schedule</b>
Individual tailored program for 5 CTOB Employees	Within 3 weeks of contract award
Mid contract progress report for each CTOB Employee (5 of them) against identified needs	At mid-point of the contract
End of contract closing report for each CTOB Employee	At contract end date/ March 31 2020

Total cost of the above deliverables and schedule should not exceed \$27500

#### 6.1.3 Delivery Location

Delivery will be completed during regular business hours. Delivery location is 191 Laurier Ave W, 7<sup>th</sup> Floor, Ottawa ON. In some cases, delivery of certain services may be by telephone



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## 7.0 CONSTRAINTS

NIL

## 8.0 RESPONSIBILITIES

NIL - All information on EX competencies is available on the Government of Canada public web site.



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## **ANNEX "B"**

### **BASIS OF PAYMENT**

#### **COST (exclusive of taxes):**

Up to                      coaching sessions @

Preparation of **customized materials**:

#### **One (1) Leadership and Career Development Profile (LCDP):**

Referee interviews:

Report preparation and presentation:

**Total (exclusive of taxes) \$27,500**

**Total (with taxes)= \$31,075**



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## ANNEX "C" SRCL

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### SECURITY REQUIREMENTS CHECK LIST (SRCL)

### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	CBSA	2. Branch or Directorate / Direction générale ou Direction CTDB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail EX Coaching services for the Branch employees this fiscal year.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET- SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL	SECRET	TOP SECRET	
Information / Assets Renseignements / Biens Production							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL							
IT Media / Support TI															
IT Link / Lien électronique															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) S. Drouin	Title - Titre Dir, Fmm Coordination Supnt	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Stephanie.drouin@CBSA-ASFC.gc.ca
		Date Nov 8/19

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

<input type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
------------------------------------	-------------------------------------

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Saumur, Jacques O
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

Digitally signed by Saumur, Jacques O  
DN: c=CA, o=GC, ou=PWGSC-TPSGC,  
ou=Saurmur, Jacques O  
Date: 2017.07.02 16:47:00 -0500

Jacques Saumur  
Contract Security Officer  
Contracts Security Division | Division des contrats sécurité /  
Contract Security Program | Programme de sécurité des contrats /  
Public Services and Procurement Canada | Services publics et Approvisionnement Canada  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Telephone | Téléphone 613-948-1732  
Facsimile | Télécopieur 613-948-1712

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## ANNEX"D" – PROSERVICES - FLEXIBLE GRID

Streams 8 to 12 has its own flexible grid. The flexible grid indicates the minimum level of points required to qualify for each Level of Expertise. Various amounts of points are given for relevant education, professional certification and relevant experience. The flexible grid must be used for all categories under these streams unless otherwise specified.

**How to use the Flexible Grid:** Points will be allocated to each consultant proposed by the bidder for the education, the certification and the experience. The total of points will determine if the consultant is considered as a junior, intermediate or senior.

The client will specify what level of expertise (junior, intermediate or senior) is needed for their requirement and the bidder will have to propose a consultant meeting the minimum of points required to obtain that level. The bidder can propose a consultant with a higher level of expertise, but the per diem rate of the level of expertise required by the client will apply.

Also, if needed, the client has the discretion to add mandatory requirements for type and quantity of education, certification or experience and the bidder must propose a consultant meeting the client requirement.

The client will have the responsibility to assess if the education, certification and experience are related to the category.

The ProServices Flexible Grids are available on the ProServices website at:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/gs-fg-eng.html>

### Human Resources Services Stream Flexible Grid

#### Levels of Expertise

**Senior: Minimum 95 pts**

**Intermediate: Minimum 70 pts**

**Junior: Minimum 50 pts**

#### Relevant Education to the Consultant Category

University (PhD, Graduate, Undergraduate, degree): **35 pts**

College or CEGEP Diploma/Certificate: **25 pts**

High School Diploma: **20 pts**

#### Professional Certification

Relevant Professional Certification: **15 pts**

#### Relevant Experience in Consultant Category

≥1 yrs and <2 yrs: 12-23 months - **10 pts**

≥2 yrs and <4 yrs: 24-47 months - **20 pts**



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≥4 yrs and <6 yrs: 48-71 months - **30 pts**

≥6 yrs and <8 yrs: 72-95 months - **40 pts**

≥8 yrs and <10 yrs: 96-119 months - **50 pts**

≥10 yrs: 120 + months - 60 pts



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## **ANNEX “B” Basis of Payment**



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## ANNEX "C" SRCL